

BORDENTOWN SEWERAGE AUTHORITY  
MEETING MINUTES  
August 17, 2020

The meeting was called to order by Chairman, James E. Lynch, Jr., at 6:00 p.m. and led a salute to the flag in the meeting room of Carslake Community Center located at 207 Crosswicks Street, Bordentown, New Jersey.

In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner:

- a. Posting written notice on the Official Bulletin Board of the Bordentown Sewerage Authority on August 12, 2020,
- b. Mailing written notice to THE TIMES and BURLINGTON COUNTY TIMES on August 12, 2020; and
- c. Filing written notice with the Clerks of the City of Bordentown and Township of Bordentown and mailing written notice to all persons who requested and paid for same on August 12, 2020.

The following persons were in attendance: Board Members, James E. Lynch, Jr., M. Ellen Gulbinsky, Leonard J. de Groot, Joseph R. Malone III, Zigmont F. Targonski. and Aneka Miller who arrived at 6:02pm. Also, in attendance were: Executive Director Richard D. Eustace, Administrative Manager Elizabeth J. Kwelty, the Authority's Solicitor Thomas J. Coleman, III, and the Authority's Engineer Richard B. Czekanski.

On motion by Gulbinsky, seconded by Malone, it was moved to approve the regular session minutes of the July 27, 2020 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Targonski
Nays:	None
Abstained:	None
Absent:	Miller

On motion by Gulbinsky, seconded by Targonski, it was moved to approve the executive session minutes of the July 27, 2020 meeting as submitted.

There was no discussion on the minutes.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Targonski
Nays:	None
Abstained:	None
Absent:	Miller

On motion by de Groot, seconded by Targonski, it was moved to adopt Resolution 2020-60, approving the August payment of bills from the Operating Fund in the amount of \$155,011.49 of which \$76,145.39 is a payroll transfer and \$10,482.93 is a capital expense.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Targonski
Nays:	None
Abstained:	None
Absent:	Miller

On motion by Gulbinsky, seconded by Malone, it was moved to adopt Resolution 2020-61, approving the payment of August bills from the Escrow Fund in the amount of \$4,906.00.

No discussion on this Resolution.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Targonski
Nays:	None
Abstained:	None
Absent:	Miller

I. AGENDA ITEMS FOR DISCUSSION AND/OR ACTION:

A. 2019 ANNUAL AUDIT REPORT:

On motion by Gulbinsky, seconded by de Groot, it was moved to adopt Resolution 2020-62, certifying the board of the Bordentown Sewerage Authority has received and reviewed the report of audit.

Mr. Michael Holt, RMA of Holt McNally & Associates presented the 2019 annual audit report to the board. Mr. Holt provided some highlights of the financial statements, statement of net position, internal control compliance, income statement, and stated there were no comments and recommendations. Mr. Holt said the Authority is in good financial shape overall and thanked the Authority staff for their help.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Miller, Targonski
Nays:	None
Abstained:	None
Absent:	None

B. REVENUE BOND REFUNDING OPPORTUNITY:

The Authority's financial advisor Joshua Nyikita of Acacia Financial Advisors presented information regarding a refunding opportunity for the Series H Revenue Bonds originally issued December 2010. The market conditions are presenting an opportunity to refinance the bonds from 4.3% to roughly 2.2%. The current market conditions would net overall savings to the Authority of about \$450,000. The next step would be to adopt at next meeting a supplement to the bond resolution to be prepared by bond counsel. That resolution will authorize the transaction. A special meeting could take place to try to expedite the process which could take two months. The board requested a special meeting take place before the next regular board meeting to try to expedite the process so the lowest rate possible can be obtained with the current market conditions.

C. INFORMAL INTRODUCTION OF AUTHORITY'S FYE 2021 BUDGET:

The board members were provided detailed budget line item figures for budget year December 1, 2020 – November 30, 2021 in their meeting packets. The board will vote to approve the Authority's budget at the September 21, 2020 meeting.

Mrs. Kwelty and Mr. Redwood provided a brief summary regarding increases in operating expenditures and the capital expenditure plan.

D. RATE SCHEDULE DISCUSSION:

A finance committee meeting took place on August 6, 2020. During that meeting, the financial figures from the prior year, the projected figures into future years and the connection fee calculation and wastewater disposal fee calculations were all reviewed. The refunding opportunity with future debt service and the reduction in debt service that occurred in the current year, both were reviewed. The staff recommended sewer rents remain unchanged and the Connection Fees and Wastewater Hauling fees be adjusted for year 2021 to match the calculations. The board provided direction to prepare for a Rate Hearing to take place at the September 21, 2020 board meeting to adjust the connection fee rates and wastewater disposal rate.

E. SEWER CUSTOMER ACCOUNTS:

On motion by Gulbinsky, seconded by Miller, it was moved to further suspend late notices, interest penalties, and water shut offs for sewer accounts unpaid for the July 2020 and October 2020 billing cycles.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Miller, Targonski
Nays:	None
Abstained:	None
Absent:	None

## II. PROFESSIONAL REPORTS:

### A. EXECUTIVE DIRECTOR: Mr. Redwood presented to the board OPEN SEWER CONNECTION ACCOUNTS:

- 1.) Monthly Development Meeting with Township Construction and Planning Officers took place August 14, 2020.
- 2.) 348 Farnsworth Avenue stormwater relocation is still incomplete. The fines have accumulated to \$56,700.00 as of 07/31/2020.
- 3.) Giovanni Antinoro 38 Route 130, submitted drawings are under review. Mr. Eustace reminded the board that Mr. Antinoro wants to reduce the connection fee owed by the amount of \$677.20 which was paid to the Authority in 2015 with the original deferred connection fee agreement which was voided due to non-payment. Mr. Lynch stated Mr. Antinoro was notified the connection fee would not be reduced.
- 4.) Notice of Public Hearing Bordentown Township Planning Board; 191 Route 130 North, Block 63 Lots 3 & 4.01 owned by 191 Bordentown, LLC seeking approval for preliminary and final site plan approval to modify existing building for the purposes of operating a Curaleaf Licensed Medical Marijuana Dispensary.
- 5.) Bordentown Township Ordinance 2020-16 to amend Chapter 25 of the Bordentown Township municipal code to create a new land use zone entitled "AH-D Affordable Housing Duplex Zone", and apply new zone AH-D to Block 66, Lots 12.02, 13, and 14 also known as 179, 181, and 183 Crosswicks Road.

The executive director spent 30 hours and the administrative staff spent 10 hours on developer projects. The operations worked hard and did a great job with the recent storm on August 4<sup>th</sup> which resulted in power outages and 24 hour a day staff response.

The July 2020 sewer billing resulted in 74.58% collections through the due date, which is higher than the July 2019 collections of 74.29% for the same time period. There were no questions about the monthly financial report.

### B. GENERAL COUNSEL:

Mr. Coleman spent time on a number of items that were previously addressed as well as Cranberry Park, The Point, Exeter property with an Indemnity agreement for a DOT permit, and normal day to day information.

### C. ENGINEER:

Mr. Czekanski's full report is attached to these minutes and made a part thereof. Mr. Czekanski stated there is a lot of development happening right now all in different stages. The Reserve at Crosswicks, also known as the Nissim property or Larken Associates, the Cranberry development project in Bordentown City, the Point Team Campus residential development, and Volunteer of America on Route 130 by Bordentown Waterfront. The Cranberry project has not been recommended for S-1

approval because they want to put a brewery in, but have not provided wastewater discharge characteristic information.

III. PUBLIC PARTICIPATION:

In attendance were Thomas Redwood, the Authority's Director of Operations, Michael Holt, RMA, the Authority's Auditor, and Josh Nyikita, the Authority's Financial Advisor, all of whom spoke earlier.

IV. SUCCESSION PLAN APPROVAL:

On motion by Gulbinsky, seconded by de Groot, it was moved to approve the succession plan as proposed to the board. Effective January 1, 2021, Thomas Redwood and Elizabeth Kwelty, together will proceed with Mr. Eustace's current operations and administrative duties, and Thomas Redwood's title will change to Executive Director. Mr. Redwood will receive a \$5,000 salary increase paid out in two \$2,500 installments on 8/1/2020 and 1/1/2021.

Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Miller, Targonski
Nays:	None
Abstained:	None
Absent:	None

VI. ADJOURNMENT OF MEETING:

On motion Targonski, seconded by Malone, it was moved to adjourn the meeting at approximately 6:35 p.m.

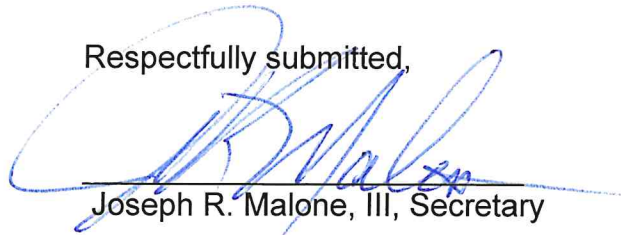
Recorded vote:

Ayes:	Lynch, Gulbinsky, de Groot, Malone, Miller, Targonski
Nays:	None
Abstained:	None
Absent:	None

APPROVED ON:

September 21, 2020

Respectfully submitted,



Joseph R. Malone, III, Secretary





**BORDENTOWN SEWERAGE AUTHORITY  
ENGINEER'S STATUS REPORT FOR AUGUST 17, 2020 MEETING PREPARED BY  
REMINGTON & VERNICK (RVE) ENGINEERS**

**AUTHORITY CONVEYANCE SYSTEM TOPICS**

- **Nissim Development: (Behind Goodwill Store on Route 2016 near Hamilton Circle):** For final approval there are minor items for the Applicant to address at both the on-site development and the Sylvan Glen pump station. To accommodate on site construction, we are reviewing piping and manhole shop drawings.
- **Cranberry Park (Redevelopment of Ocean Spray Property):** This project is in the S1/S3 application stage. We are active with the Applicant's capacity review of the Park Street pump station #1 and their on-site submittal. We have not recommended S1 approval since no information has been provided regarding pretreatment of the brewery wastewater.
- **Rising Sun Meadows: Corner of Route 130 and Rising Sun Road:** No activity.
- **The Pointe Residential Apartments at Borden's Crossing Along Route 130N Near Hamilton: 82 Apartments:** Drawings review comments have been provided.
- **Volunteers of America Facility (Burlington Road):** Pump station and force main installation is underway. We are providing assistance to the applicant's engineer and the contractor.

**TREATMENT PLANT TOPICS**

- **Multiple Building Roof Replacement Project:** Except for warranty submissions and site restoration the project is complete. The Board awarded a \$263,599.00 contract and \$23,615.00 was unused.
- **Mile Hollow Pump Station Spare Pump:** We are generating specifications for the re-advertisement of the project based on the Authority purchasing the pump and utilizing the manufacturer representative's assistance with its installation.
- **Plant Discharge Permit:** We are developing the permit application based on data provided by the Authority.
- **PCB Annual Report:** We have initiated the annual permit mandated update due at the end of this month.

**MAINTENANCE BOND SUMMARY**

**Expiration Dates are Subject to Maintenance Bond Submittal Date and Resolution of all Conditions:**

- **Mile Hollow Pump Station:** Expires August 20, 2020
- **DCT I-295 Warehouse:** Per Resolution 2019-9 for manhole lining main. bond; Expires Jan. 2021
- **Administration Building Roof:** 6/21/2021
- **Rising Sun Road PS and FM Improvements:** 9/16/2021

**PREPARED BY RICHARD CZEKANSKI, PE, BCEE, CME**